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9 March 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: [REDACTED]

Executive Officer, OMS

SUBJECT: Professional Test Battery

REFERENCE: ExO/DDA Teleconversation 6 Mar 81

1. The Professional Test Battery (PTB) consists of Part I and Part II. Part I, which is given in the morning, contains five tests of intellectual ability and aptitude, all of which are timed tests, and the [REDACTED] (SCII) which is untimed. The five timed tests are as follows: a 15-minute test of [REDACTED]; a 25-minute test of [REDACTED]; a 25-minute test of [REDACTED]; a 30-minute test of [REDACTED]; and a 30-minute test of [REDACTED]. The untimed SCII is administered following completion of the timed tests.

2. Part II of the PTB is given in the afternoon and consists of five timed tests and four untimed instruments. The initial Part II test is the 9-minute [REDACTED] test, which measures ideational fluency. (This test contains three problems, each with a 3-minute time limit.) The second Part II test is the 10-minute [REDACTED] test. The third Part II test is the 30-minute PTB [REDACTED] which provides a sample of the individual's writing. Six essay booklets are provided. Each contains three essay topics, and the subject may write for 30 minutes on the one topic of his choice. Only one essay booklet is used during a test session, and the booklets are alternated over successive test sessions. The fourth Part II test is the 50-minute [REDACTED]. This test is maintained in notebook format in order to facilitate change of the test items, 20 of which are revised and replaced every three months. The fifth Part II test is the 35-minute [REDACTED]

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3. Validation. The PTB has been shown in over two dozen major research studies, conducted by the Research Branch of the Psychological Services Division, to possess a high degree of validity for predicting performance in a substantive number of Agency job settings. Furthermore, "Uniform Guidelines" require that adverse impact studies must be conducted and must show that testing does not have an adverse impact on minorities. This was done and results showed that the PTB did not have an adverse impact on minorities. If further information is required, a Memorandum to the DD/A from D/MS dated 20 March 1980 (DDA 80-0805) summarizes the issues -- Reliability and Validity of the Agency's Professional Test Battery.



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